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EEO-81-031

25 February 1981

MEMORANDUM FOR: Deputy Director for Administration

SUBJECT: OCDP Panel Membership

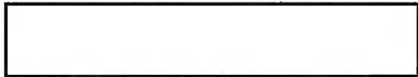
FROM: Director, Equal Employment Opportunity

1. The initial running of the Opportunities for Career Development Program (OCDP) has just been completed. The OCDP Panel is now in the process of critiquing the Program. When completed, revisions in design and conduct will be made to improve the effectiveness and efficiency of the Program. It is, therefore, an appropriate time to consider the membership of the Panel itself.

2. In accordance with the OCDP guidelines one-half of DA's panel representation is to change at this time. During the past year Panel members have spent two to three hours a week on OCDP-related matters. While this figure may decrease somewhat as we gain Program experience, it is imperative that your representatives plan to commit an equivalent amount of time to participate in all Panel activities.

3. In keeping with Panel membership concerns discussed in the Program critique and the changes recommended, we request that you nominate three individuals who may be considered as replacement representatives for your directorate. Criteria for selection of nominees and the functions of Panel members are attached. My primary concern is that the nominee must be able to speak for you on matters relating to the OCDP. I would appreciate receiving the names of your nominees no later than 11 March 1981 in order that your new representative can participate in the changes which are currently being considered by the Panel. This involvement will better prepare this individual to respond to Program needs in the future.

4. Thank you for your support of the Program during the past year.

  
Omego J. C. Ware, Jr.

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Attachment:  
As stated

OCDP PANEL RESPONSIBILITIES AND MEMBERSHIP

The Opportunities for Career Development Program (OCDP) is administered through the OCDP Panel. The Panel consists of a primary and alternate member from each career service, the Office of Personnel Policy, Planning and Management and the Secretarial-Clerical MAG. The Agency Upward Mobility Program Manager chairs the Panel and reports to the DCI/DDCI through the Director, EEO. Any GS-11 and above employee may be considered for career service nomination to the Panel. However, member selection will be made to provide a balance of Agency and managerial experience as well as grade level. Members will serve for a period of two years, with terms of office staggered to maintain continuity of Panel experience and activities. Any clerical member of the Panel must forfeit their position once an application to participate in the Program has been submitted.

FUNCTIONS

Panel members:

- a. Speak for the director of their respective career service on matters relating to OCDP.
- b. Are the liaison between the Panel and the career service.
- c. Participate in all phases of the OCDP administration including:
  1. Selection of target positions - provide advice and assistance to Agency managers regarding the selection and Panel review of appropriate positions.
  2. Application - provide guidance and assistance as appropriate to employees interested in the Program.
  3. Education of managers and employees - participate in all Panel functions to further educate Agency employees and managers, i.e. orientations and job fairs.
  4. Selection - actively participate in the selection process for OCDP trainees in accordance with the OCDP guidelines.
  5. Training - provide advice and assistance to the Program supervisors and review training plans for completeness and clarity.

6. Counseling - counsel employees regarding the Panel's participation in the selection process and provide direction for additional career counseling from the appropriate source.

7. Evaluation - ensure that career service trainees receive quarterly written evaluations of their progress as prescribed in the OCDP guidelines, review evaluations and resolve supervisor/trainee conflicts.

8. Annual Program review - provide career service input to the annual Program critique.

OPPPM Representative - serves as the official advisor on all matters of a personnel nature and provides advice and assistance as required by the Panel. In all Panel selection and review activities the OPPPM representative serves as a neutral Panel representative.

DCI Secretarial-Clerical MAG Representative - responsible for providing the views and concerns of the secretarial-clerical workforce relevant to OCDP issues. The Secretarial-clerical MAG representative participates in the Panel as an observer.

#### PROCEDURES

a. The Panel will meet upon the call of the chair or at the request of any of the members, but at least monthly.

b. The chair will develop agenda for the Panel meetings, propose policy actions to the Panel, and monitor progress of OCDP activities and Panel recommendations. Any member may place an item on the agenda for Panel consideration.

c. The chair will schedule and chair meetings of the Panel and ensure that members are kept informed.

d. Decisions of the Panel will generally be reached by consensus or simple majority. Split decisions will be resolved by the chair.